

FEES

The chart on page 11 sets forth the various fees and charges for performances held in the FAPAC and their applications to the various categories of Users and events. The chart is intended to be a guide for prospective Users of the FAPAC. However, interpretations and determinations of the applicability of fees and charges reside finally with the FAPAC Director.

What's Included * The Usage fee includes:

- Basic lighting plan,
- Basic theatre sound,
- Dressing rooms
- FAPAC and other staff during regular business hours
- Access to washers and dryers (User provides detergent)

What's Not * The usage fee does not include:

- Stage Manager,
- Box office services,
- Front of House services
- Security and other personnel necessary for the performance or event
- Costs associated with labor for set up, load in, show labor, strikes, or load outs,
- Piano tuning
- Any other fees unless specified in the Usage contract,
- Any equipment not in stock must be provided by the User. NOTE: Must be approved by the Director of the FAPAC in advance.

APPENDIX A - FEES

	University Sponsored Event			Non University Sponsored Events			Non University Sponsored Events		
	Revenue	Non Revenue		Revenue			Non Revenue		
	<u>Producing</u>	<u>Producing</u>		<u>Producing</u>			<u>Producing</u>		
			<u>Govt. Agency</u>	<u>Non Profit</u>	<u>For Profit</u>		<u>Govt. Agency</u>	<u>Non Profit</u>	<u>For Profit</u>
<u>FEES AND CHARGES</u>									
Personnel Expense	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes
Supplies & Materials	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes
Outside Services	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes
<u>USAGE FEES</u>									
Basic Usage Fee	No	No	No	Yes	Yes		Yes	Yes	Yes

Admission Charged	No	No	No	No	No	Yes	No	No
Usage Fee								
Net Income Fee	Yes	No	Yes	No	No	No	No	No
House Equipment Usage Fee	No	No	No	Yes	Yes	No	No	Yes
<u>USAGE FEES</u>								
FAPAC Performance Hall	\$0.00	\$0.00	\$0.00	\$600/day	\$800/day	\$0.00	\$400/day	\$800/day
				8 hrs. min/max	8 hrs. min/max.		8 hrs. min/max	8 hrs. min/max
Per hour after 8 hrs.	\$0.00	\$0.00	\$0.00	\$50/hr	\$75/hr	\$0.00	\$50/hr	\$75/hr
			0 0 0					
House Manager*	10.00/hr	10.00/hr	10.00/hr	10.00/hr	10.00/hr	10.00/hr	10.00/hr	10.00/hr
Lighting Director*	15.00/hr	15.00/hr	15.00/hr	15.00/hr	15.00/hr	15.00/hr	15.00/hr	15.00/hr
Sound Engineer*	15.00/hr.	15.00/hr.	15.00/hr.	15.00/hr.	15.00/hr	15.00/hr	15.00/hr	15.00/hr
Box Office	15.00/hr.	15.00/hr.	15.00/hr.	15.00/hr.	15.00/hr	15.00/hr	15.00/hr	15.00/hr
* No charge if during normal operating hours.								

PATRON SERVICES

Box Office

Users may provide their own ticketing or use the box office services. Box office service must include TicketsExchange that includes price per ticket sold. Please contact the FAPAC Directors Office for costs. If box office services are required for the event, an hourly charge will be incurred.

Front of House

User may provide for their own front of house or contract the FAPAC for this service. Fees for this service will be determined at the time of the reservation. In all cases when users provide front of house personnel they must be trained by the House Manger one hour prior to opening.

Receptions/Alcoholic Beverage Service

No alcoholic beverages may be served on the premises. Special circumstances may be considered, but only for University sponsored events. The sponsoring party is responsible for this approval.

Parking

Parking for events outside normal University hours of operation is available in adjacent parking lots. Parking during the day is restricted by University policy, and exceptions must be approved through Campus Police.

Recording Devices & Cameras

No recording or imaging devices are permitted in the Performance Hall or Galleries. If a sponsoring University agency approves the use of these devices it must be part of the scheduling agreement.

Security

Special security is not provided. If a special event or scheduling agency requires additional security, this must be paid for by the sponsoring agency.

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FAQS – ON CAMPUS USERS

Can one schedule only the lobby areas for receptions?

- Except for prior approved upper administration uses these spaces are not available for receptions only. The reception areas are available if the main hall is scheduled.

Are fees charged for University Departments scheduling the spaces?

- Only costs of consumable or replacement items if scheduled during normal working hours. If special help is required, the costs for services will be charged.

Who has scheduling priority?

- Priority is given to the performing arts units on campus until February 1st for the next fiscal year, July 1. After that date any sponsor both on and off campus may request date(s). Standing annual bookings may be part of the calendar as long as the date is reoccurring, it supports academic programs on campus, and is approved at the Dean's level and above.

May the gallery spaces be opened for Special Events elsewhere on campus?

- If the event falls within the on-going Gallery schedule yes, if not sponsoring units will be charged for security and house manager.

Who provides ushers if needed or house managers for work day events?

- Any ushers will be the responsibility of the event sponsor and must be trained one hour prior to the event. If the facility provides the ushers, a charge will be incurred.

Is there a limit to the size of the event?

- All users of the main performance space must guarantee at least an audience of 450 minimum.

Who is responsible for special parking needs during the normal work day?

- Event sponsors must secure parking arrangements through Campus Security Police.

FAQS – OFF CAMPUS USERS

Can the facility be booked for private parties, weddings, etc.?

- No, the FPAC is primarily an educational facility and may be booked for performances, conferences, meetings and other special presentations.

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Do other governmental agencies outside WCU receive a special rate when booking facility?

- Yes, there is a difference in rates charged for governmental agencies.

Is there a difference in rates charged if the event charges admission or is for profit?

- Yes, there is a difference if the facility is used by an outside agency to raise money.

Can an individual book the facility?

- No, only a group, agency, corporate or entity may book the facility.

Can the facility be schedule on state holiday's observed by WCU.

- No, the facility is closed on holidays when WCU is closed.

Can an agency or entity hold a date on a calendar?

- If a date is held , the agency will incur a charge if they do not use the facility on that date.

PRODUCTION SERVICES:

Backstage and Production Information: Contact Del DeLorm, Technical Director @ 828-227-2506.

CONTACT INFORMATION:

Paul Lormand, Director
 828-227-2505
lormand@wcu.edu

Del DeLorm, Technical Director
 828-227-2506
mdelorm@wcu.edu

Laura Sellers, Box Office Manager
 828-227-2504
sellers@wcu.edu

Box Office Number: 828 – 227 – 2479
Web Site: www.wcu.edu/fapac

**WESTERN CAROLINA UNIVERSITY * COLLEGE OF ARTS & SCIENCES
 FINE & PERFORMING ARTS CENTER * CULLOWHEE, NC 28723**

USER AGREEMENT

Fine & Performing Arts Center will be furnished to:

 (sponsoring organization)

 (contact name)

 (mailing address)

 (cell#)

 (work #)

 (fax#)

 (email address)

REQUESTED LOCATION

___ Main Theatre

___ Lobby

NOTE: PRESENTER IS NOT RESPONSIBLE FOR PERSONAL VALUABLES LEFT IN DRESSING ROOMS OR IN CENTER.

I have read and understand "*TERMS AND CONDITION*" of user agreement.

AGREED AND ACCEPTED:

Client Date

Production Manager Date

Director Date

WCU FINE & PERFORMING ARTS CENTER USE ONLY:

APPROVED DATES: _____

COPIES SENT: _____

NOTICE: Use of the Western Carolina University Fine & Performing Arts Center is NOT CONFIRMED until User Agreement is signed, received and returned by both parties.

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NOTE:

1. Regular User Hours for the Fine & Performing Arts Center:
 - a. Monday – Friday* 8:30 AM – 5:30 PM

2. Extended User Hours for the Fine & Performing Arts Center:
 - a. Monday – Friday * 5:30 PM – 11:30 PM
 - b. Saturday * 8:30 AM – 11:30 PM
 - c. Sunday * 1:00 PM – 11:30 PM